

PURCHASING

BUDGET UNIT: MAIL/COURIER SERVICES (IAY PUR)

I. GENERAL PROGRAM STATEMENT

Mail/Courier Services provides interoffice, U.S. Postal, and courier services to agencies, departments, and special districts within the county.

The Purchasing – Mail/Courier Service budget unit is an Internal Service Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	6,831,149	7,608,480	7,646,323	7,870,713
Total Revenue	6,893,169	7,900,000	7,825,000	8,100,000
Revenue Over/(Under)	62,020	291,520	178,677	229,287
Budgeted Staffing		35.0		35.0
Fixed Assets	27,721	54,196	31,247	56,843
Unrestricted Net Assets Available at Yr End	439,133		350,000	
<u>Workload Indicators</u>				
Interoffice Mail Pickup-Delivery	151,835	150,000	152,894	153,787
Inserting/Intel Insert	8,198,148	8,200,000	8,254,499	8,300,000
Folding/Tab-Label	12,133,771	13,000,000	12,036,438	13,200,000
Bus Rply/Postage Due	201,305	175,000	295,413	320,000
Mail Pieces Processed	14,106,854	14,300,000	14,471,139	14,500,000

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

The department has a total of 1.0 vacant budgeted position in their 2003-04 Department Request Budget. The breakdown of this position is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment	0.0	Retain
Total Vacant	1.0	

The department did not submit a vacant position restoration request.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Central Mail Services
FUND: Internal Services IAY PUR

FUNCTION: General
ACTIVITY: Mail & Courier Services

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	1,123,098	1,096,000	100,730	-	1,196,730
Services and Supplies	6,456,652	6,416,552	777	-	6,417,329
Central Computer	4,597	5,509	(3,231)	-	2,278
Other Charges	1,897	30,340	-	-	30,340
Transfers	<u>49,079</u>	<u>49,079</u>	<u>(578)</u>	<u>-</u>	<u>48,501</u>
Total Appropriation	7,635,323	7,597,480	97,698	-	7,695,178
Depreciation	11,000	11,000	-	-	11,000
Total Operating Expense	7,646,323	7,608,480	97,698	-	7,706,178
<u>Revenue</u>					
Current Services	7,550,000	7,600,000	97,698	-	7,697,698
Other Revenue	<u>275,000</u>	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>300,000</u>
Total Revenue	7,825,000	7,900,000	97,698	-	7,997,698
Revenue Over/(Under) Exp.	178,677	291,520	-	-	291,520
Budgeted Staffing		35.0	-	-	35.0
<u>Fixed Asset Exp.</u>					
Vehicle	20,000	20,000	-	-	20,000
Lease	<u>11,247</u>	<u>34,196</u>	<u>-</u>	<u>-</u>	<u>34,196</u>
Total Fixed Assets	31,247	54,196	-	-	54,196

GROUP: Internal Services
DEPARTMENT: Central Mail Services
FUND: Internal Services IAY PUR

FUNCTION: General
ACTIVITY: Mail & Courier Services

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	1,196,730	93,329	1,290,059	(32,296)	1,257,763	-	1,257,763
Services and Supplies	6,417,329	52,843	6,470,172	-	6,470,172	-	6,470,172
Central Computer	2,278	-	2,278	-	2,278	-	2,278
Other Charges	30,340	(12,599)	17,741	-	17,741	-	17,741
Transfers	<u>48,501</u>	<u>2,962</u>	<u>51,463</u>	-	<u>51,463</u>	-	<u>51,463</u>
Total Appropriation	7,695,178	136,535	7,831,713	(32,296)	7,799,417	-	7,799,417
Depreciation	<u>11,000</u>	<u>28,000</u>	<u>39,000</u>	-	<u>39,000</u>	-	<u>39,000</u>
Total Operating Expense	7,706,178	164,535	7,870,713	(32,296)	7,838,417	-	7,838,417.00
Revenue							
Current Services	7,697,698	102,302	7,800,000	(32,296)	7,767,704	-	7,767,704
Other Revenue	<u>300,000</u>	<u>-</u>	<u>300,000</u>	-	<u>300,000</u>	-	<u>300,000</u>
Total Revenue	7,997,698	102,302	8,100,000	(32,296)	8,067,704	-	8,067,704
Revenue Over/(Under) Exp.	291,520	(62,233)	229,287	-	229,287	-	229,287
Budgeted Staffing	35.0	-	35.0	(1.0)	34.0	-	34.0
Fixed Asset Exp.							
Vehicles	20,000	(20,000)	-	-	-	-	-
Lease	<u>34,196</u>	<u>22,647</u>	<u>56,843</u>	-	<u>56,843</u>	-	<u>56,843</u>
Total Fixed Assets	54,196	2,647	56,843	-	56,843	-	56,843

PURCHASING

Base Year Adjustments

Salaries and Benefits	36,459	MOU.
	63,237	Retirement.
	1,034	Risk Management Workers Comp.
	<u>100,730</u>	
Services and Supplies	<u>777</u>	Risk Management Liabilities.
Central Computer	<u>(3,231)</u>	
Transfers	<u>(578)</u>	Incremental change in EHAP.
Total Operating Expense	<u>97,698</u>	
Total Revenue	<u>97,698</u>	Increase anticipated from Board approved mail rates.
Revenue Over/(Under) Exp	<u>-</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	86,941	Additional increase due to salary step increases.
	6,388	Workers Comp. Experience Modification.
	<u>93,329</u>	
Services and Supplies	59,489	Increase is primarily due to a substantial increase in COWCAP charges.
	(6,646)	GASB 34 Accounting Change (EHAP).
	<u>52,843</u>	
Other Charges	<u>(12,599)</u>	There is an anticipated net decrease in Interest due.
Transfers	2,566	Increase in administration (AAA PUR) reimbursement.
	6,646	GASB 34 Accounting Change (EHAP).
	(6,250)	Delete proportional share of vehicle purchase.
	<u>2,962</u>	
Depreciation	<u>28,000</u>	Increase due to depreciation on new equipment.
Total Operating Expense	<u>164,535</u>	
Revenue		
Current Services	102,302	Total anticipated increase from Board approved mail rates is \$200,000 with \$97,698 applied to offset base year adjustment costs. Mail rates were last adjusted five years ago.
	<u>102,302</u>	
Total Revenue	<u>102,302</u>	
Total Rev Over/(Under) Exp	<u>(62,233)</u>	
Fixed Asset Exp		
Vehicles	<u>(20,000)</u>	No anticipated expense.
Lease	22,647	Increase due to lease-purchase of two replacement non-intelligent inserters with six stations at a cost of \$140,000. This equipment is required for the day-to-day handling of the mail products and is a 5-year lease-purchase.
	<u>2,647</u>	
Total Fixed Assets	<u>2,647</u>	

PURCHASING

Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Vacant Budgeted Not In Recruitment - Delete	1	1.0	32,296	32,296	-
Vacant Budgeted In Recruitment - Retain	-	-	-	-	-
Total Vacant	1	1.0	32,296	32,296	-
Recommended Restoration of Vacant Deleted		-	-	-	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
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Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

<i>Mail Clerk II</i>	75743	(1.0)	(32,296)	(32,296)	-
Subtotal Recommended - Delete		(1.0)	(32,296)	(32,296)	-
Subtotal Recommended - Retain		-	-	-	-
Total Slated for Deletion		(1.0)	(32,296)	(32,296)	-

Vacant Budgeted In Recruitment - **Retain**

Total in Recruitment Retain		-	-	-	-
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NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.